

The Tendring Community Fund

Tendring Community Fund seeks to support community groups and organisations that in turn support the residents and local communities across our district. In February 2020 the Leader of Council, Neil Stock OBE, announced that he would be allocating approximately £500k to this new fund from the Council's New Homes Bonus allocation for 2020/21. The aim of the fund is to put investment into the District where it is most needed and assist with drawing in match funding where possible to achieve maximum impact and value.

The Tendring Community Fund is chaired by the Portfolio Holder for Partnerships, Cllr Lynda McWilliams with cross-party representation on the working group that administers the fund.

Aims of the Tendring Community Fund Programme

The Tendring Community Fund aims to support a range of interventions to build upon, increase or improve existing activities to work with residents and local communities who are most in need. The broader aim is to reduce social isolation, disadvantage and to increase opportunities and quality of life outcomes. A key condition of awarding grant funding is the generation of match funding whenever possible.

Prioritisation will be given to those projects which clearly show how they will support the achievement of the Council's priorities [TDC Priorities 2022 to 2023](#) and Corporate Plan [TDC Corporate Plan](#).

Governance

All applicants are asked to state whether or not they have the required governance documentation and policies. Applicants who are unable to tick 'yes' for all of the list are not necessarily precluded from applying. Please provide additional information to explain the reason(s) if 'no' has been ticked.

Advice and guidance may be given to those applicants who have been unable to put certain policies and procedures in place at the time of applying.

Tendring Community Grant Fund Criteria

Applications will usually be expected to address at least one of the following:

- Social isolation;
- Stigma or discrimination;
- Unemployment;
- Education;
- Health or health inequalities;
- The Environment.

Project Summary

When completing this section please be clear and concise.

If Appendices are included please do ensure they are clearly named to help the assessing panel to follow what has been provided.

Wards

TENDRING COMMUNITY FUND GUIDANCE NOTES 2023

Tendring District Council Wards – You can find maps of the Wards of Tendring here
[Tendring Ward Maps](#)

Project Milestones

Please provide a timeline of the key milestones for the project. For new programmes this will include the set up process and launch. For existing programmes, please provide milestones from the point of expected receipt of funding from Tendring Community Fund.

Please note that projects should allow at least 4 months from the date of application to release of funds.

Evaluation Plan

This should include the exit strategy for the ending of the project or details of plans for continuation beyond the period for which funding has been received.

Monitoring and Evaluation

All organisations that are successful in gaining a grant will be expected to report on their project progress on a monthly basis for the first 6 months, although project outputs may extend beyond this milestone. All groups or organisations which bid for funding will need to have monitoring, evaluation and clear outcomes built into their application.

Organisations in receipt of grant funding will be required to provide monthly project progress reports to Tendring District Council, to demonstrate that funding aims and objectives are being met. Monitoring and evaluation must contain evidence of success achieved against the outcomes, case studies and exit plan.

This section should also address how the project will finish or, if continuing, how ongoing sustainability will be achieved.

An allocated Project Officer will work closely with organisations in receipt of funding, to gain knowledge of their activities, and provide feedback to TDC.

Who Can Apply?

Applications are invited from organisations or groups who aspire to support the communities of the Tendring district. Applicant groups are not necessarily required to be based within the district (in recognition that groups or organisations may have national or regional offices for administration or management) but all awarded funding must be spent within the Tendring district.

Applications from private individuals and businesses will not usually be accepted. However, they will be considered as 'match funding' partners for the applicant. It is the applicant's responsibility to carry out their own due diligence regarding any such partnership.

Applications for revenue funding will be considered. When applications request funding for staff the 'supplementary details' section of the application form must be completed.

Allocation of Funding

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Successful projects will contribute to, and be able to demonstrate, impact against identified outcomes and should be evidence based. All activity must take place within the Tendring District.

Funding decisions will be made by the Tendring Community Fund Working Party. Projects should not duplicate or compete with existing activity. They must also demonstrate:

- Gaps and unmet need that will be impacted upon as a result of the project.
- Ability to evidence impact on chosen outcomes.
- Potential impact within the community (including partnership working where applicable),
- Be able to report some impact aligned to the overall specified outcomes on a monthly basis, for the first 6 months following funding allocation.
- Realistic project milestones.
- Value for money.
- Clear exit plan.

Match Funding

Applicants are asked to provide details of match funding that has either been received or for which an application will be made. It does not have to come from just one source.

Match funding can include payment in kind as well as financial support. Payment in kind could, for instance, include the time of volunteers, donations of venue, materials or equipment. Match funding support from individuals or private businesses can also be included. Promised match funding must be confirmed in writing.

The applicant is responsible for their own due diligence in accounting for all match funding and will be asked about their processes if they are invited to meet the funding panel as part of the application assessment process.

Revenue Funding

Revenue funding applications are accepted. Details of how the revenue costs have been calculated must be clearly demonstrated.

Salary costs can be included but there must be clear demonstration of how those costs will be applied, full on costs must be provided including NI, Tax and pension payments.

The fund will not provide funding for an existing post (although it will cover additional hours) and it will not fund any redundancy payments that may fall due at the end of the project period.

Full information regarding recruitment, management and terms and conditions of employment will be required prior to funding approval. Please note, these details do not have to be provided with the initial application. This is to ensure confidentiality of any potential existing employees is maintained.

Available funding

There is no minimum amount for an application however application requests for funding in excess of £15,000 will not usually be considered.

Grants can be a contribution to a much larger project so there is no upper limit to the overall value of the programme. For instance, the overall project may be projected to require £100,000 of which £15,000 is requested from the Tendring Community Fund.

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For bids to the Tendring Community Fund which are in excess of £15,000 the applicant is advised to email TCFRound2@tendringdc.gov.uk in the first instance to ascertain whether a bid of that size would currently be considered.

Assessment of funding applications

Applications can be submitted throughout the year. The Tendring Community Fund group meets on a quarterly basis. Applications received will be subject to a 'first sift' prior to these meetings and additional information may be requested to assist the sifting sub-group in its work. All application information will then be considered by the Tendring Community Fund Working Party at its next meeting.

Following the Working Party meeting applicants will be informed as to the outcome of their bid.

N.B. Applicants are advised to ensure that they allow at least four months between the time of submitting their bid and when they would aspire to receive their funds.

If you require further information, please email TCFRound2@tendringdc.gov.uk